

**DEPARTMENT OF
REGULATORY AND
ECONOMIC RESOURCES
(RER)**



**COMMUNITY
ASSOCIATIONS
REGISTRATION
APPLICATION PROCESS**

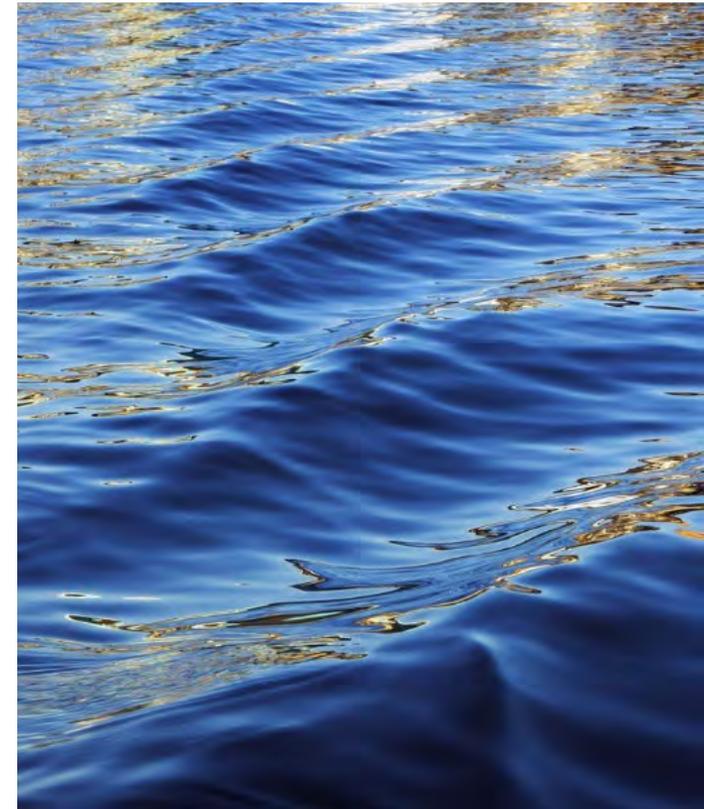


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Introduction

- Use this feature of the **Plan Status & Application Submittal Portal** to submit Community Association applications.

Miami-Dade Department of Regulatory & Economic Resources
Plan Status & Application Submittal Portal

Onsite Sewage Treatment and Disposal Systems (OSTDS) Notice

On July 7, 2022, the Board adopted [Ordinance No. 22-83](#), which institutes more rigorous standards for new and replacement onsite sewage treatment and disposal systems (OSTDS) commonly referred to as "septic tanks" or "septic systems." [Ordinance No. 22-83](#) provided that the requirements governing the type of OSTDS to be installed would not become effective until January 1, 2023. This period allows for proper planning and transitioning by property owners, engineers, contractors, and the OSTDS industry to the new standards. Until that date, building permit applications that have already been approved by DERM to be served by septic tanks may include septic models under the existing standard. In keeping with the educational campaign mandated by [Ordinance No. 22-83](#), development applicants are being advised that no building permits will be issued after January 1, 2023 for septic systems that do not conform to the advanced treatment standards adopted via [Ordinance No. 22-83](#). Hence, development applications (including plats) for parcels served by septic tanks that have not obtained building permits by January 1, 2023, will be required to conform to the advanced treatment standards adopted via [Ordinance No. 22-83](#), regardless of when such applications have been submitted.

IMPORTANT NOTICE FOR CONTRACTORS/PERMIT HOLDER

In the event of a Tropical Storm or Hurricane Warning/Watch, secure your jobsite by fastening down and/or removing all hazardous objects. In accordance with the Hurricane Preparedness Plan all loose items such as: construction shacks, temporary toilets, roofing tile and insulation board, other stored building materials, trash, construction equipment and hoisting equipment shall be secured. Additionally, please be reminded that the [Tropical Storm/Hurricane Placard](#) must be posted on your jobsite from June 1 thru November 30.

Search status of Applications & Plans

Search a tracking, application, permit or invoice number(such as C, M, N, TREE and UP process numbers).

Enter tracking, application, permit or invoice number

Use the Advanced Search feature to look for an application by address or folio number. Please note that the search results will be limited only to applications that require plan review. To search for all permits/applications by address or folio please visit the [Building Permit Selection Menu](#).

Advanced Search

Register an Account **NEW!**

Registering an account with [miamidade.gov](#) offers added benefits such as:

- Access to My Applications page that lists your current and previous submissions.
- Easily locate and track the status of your submissions.
- Pre-populate submissions with contact information from registered account.
- Allows you to submit reworks to a UP number.

My Applications

Tree Removal Permit Application and Document Submission

Use this feature for Miami-Dade County reviews and approvals of tree removal permits within Miami-Dade County for trees not specifically exempt under [Chapter 24-49](#) of the Miami-Dade County Code.

This process includes reviews from the Department of Regulatory and Economic Resources, Division of Environmental Resource Management (DERM).

Tree Removal Permit

Community Association Registration

Use this feature for Miami-Dade County registration of Community Associations defined as condominium, cooperative and homeowners' associations, that govern real property in Miami-Dade County not specifically exempt under Chapter 17D of the Code of the Miami-Dade County.

Community Association Registration

Before Starting a Community Association Registry Application

- Prior to applying with Miami-Dade County for review and approval of a Community Association Registration, learn about the new [Ordinance for Registration of Community Associations](#).
- View the full list of required documents: <https://www.miamidade.gov/global/economy/consumer-protection/community-association-registry.page>

Registration Preparation Checklist

- Start collecting the required documentation.
- Ensure documents are in PDF format.
- Submit documents online only:**
 - <https://www.miamidade.gov/Apps/RER/EPSPortal>

(A miamidade.gov account is required for submission.)

- Submit one application per association.

Submission can be delegated to the Property Manager or Property Management Company or designated agent.

For questions, contact the Consumer Protection Division at CPRreg@miamidade.gov.



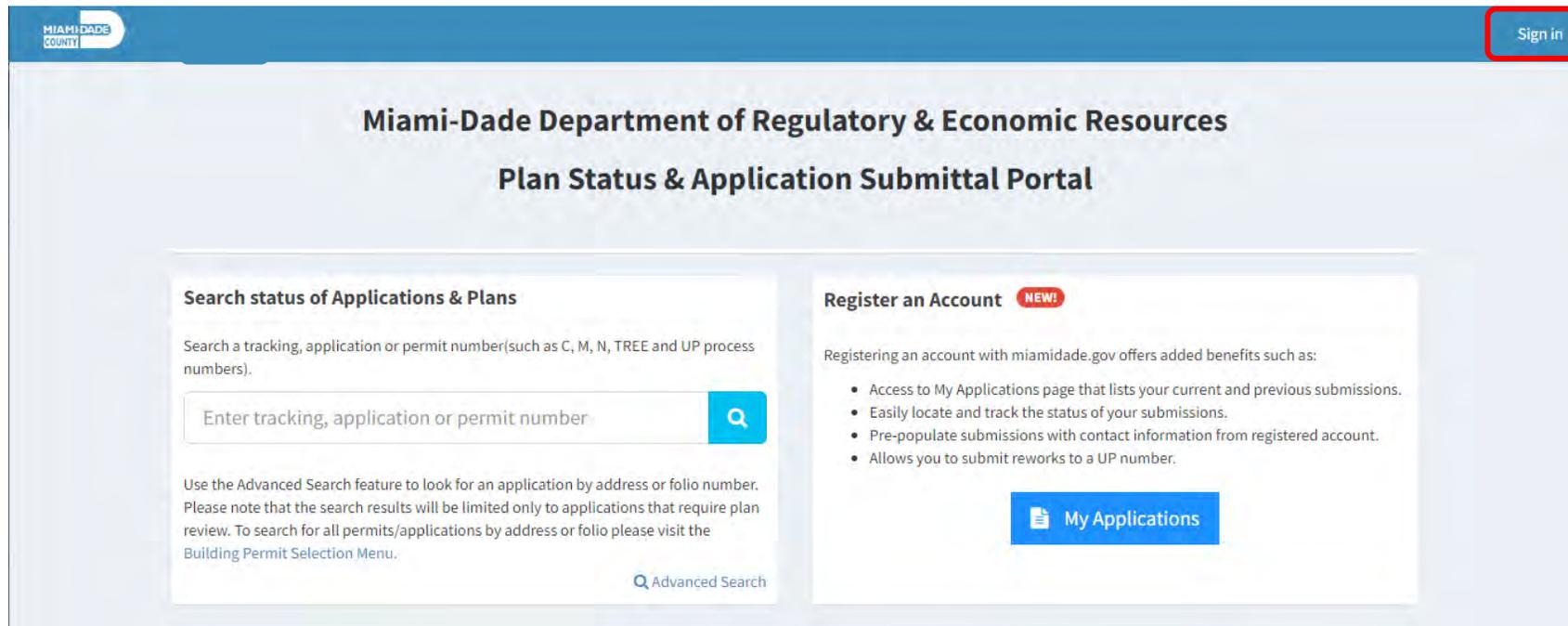
Condominium associations, cooperative associations and homeowners' associations must register annually and provide an easily accessible and centralized registry of documents.

COMMUNITY ASSOCIATION
REGISTRY

Getting Ready to Submit

A **miamidade.gov** account is required to apply for a Community Association Registration.

- If you have a **miamidade.gov** account, you can sign in using the link on the upper right-hand corner of the **Plan Status & Application Submittal Portal**.
 - If you use other Miami-Dade County applications, such as **MeetQ**, you already have a **miamidade.gov** account.
 - If you don't currently have a miamidade.gov account, you can register after clicking the **Sign In** link.

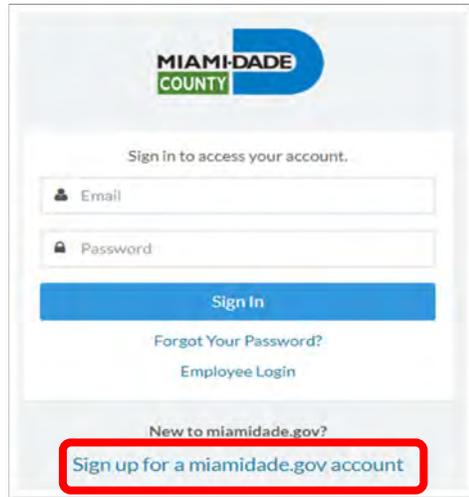


Not registered with miamidade.gov?

If you are not registered with **miamidade.gov**, you must sign up for a **miamidade.gov** account.

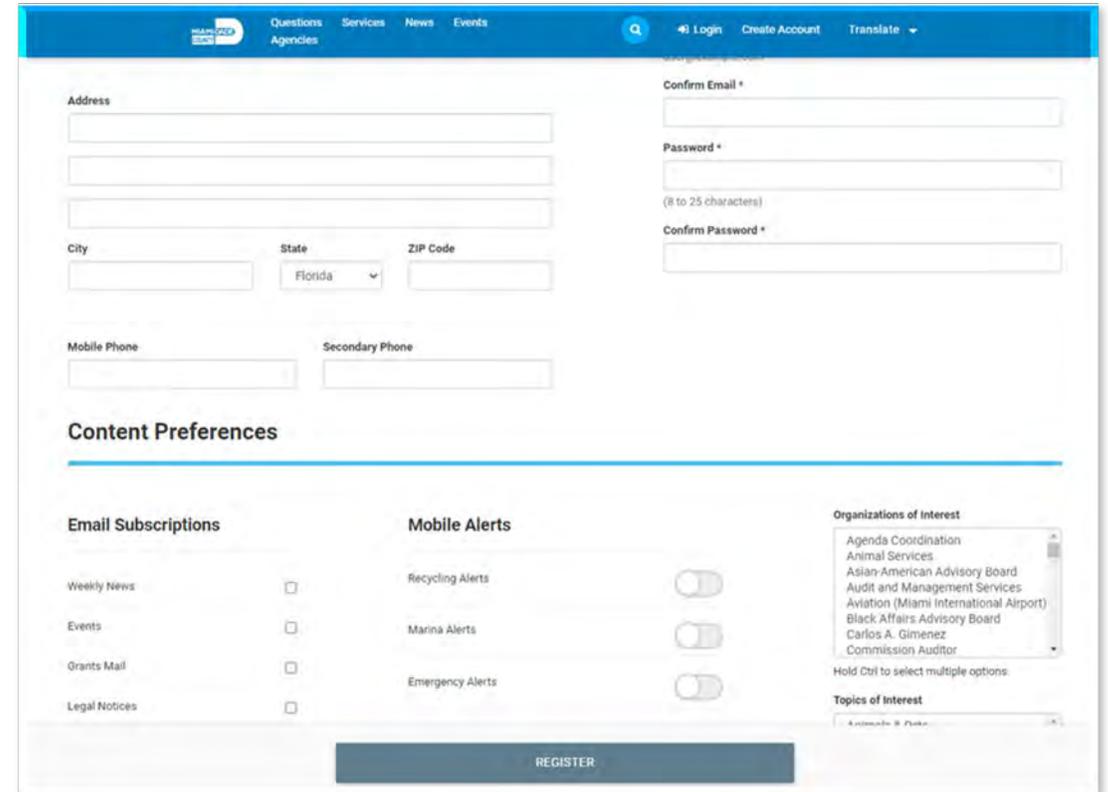
Step 1

Select **sign up for a miamidade.gov** account



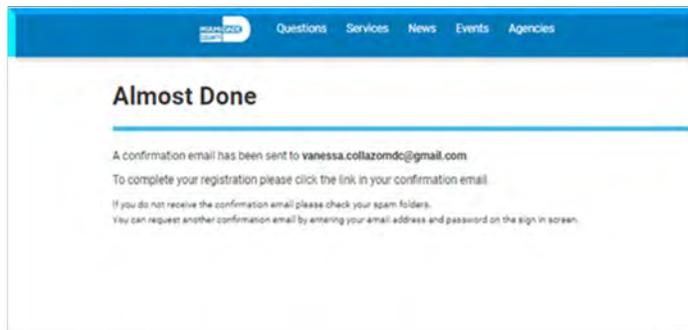
Step 2

Complete the registration process.



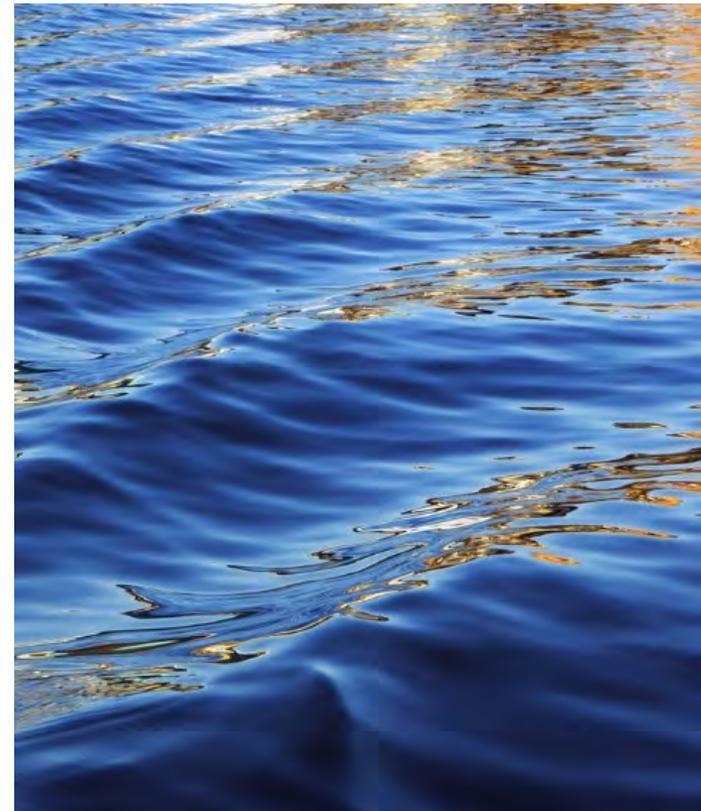
Step 3

After completion, click '**Confirm**' in the confirmation email to access the portal.





STARTING AND COMPLETING AN APPLICATION

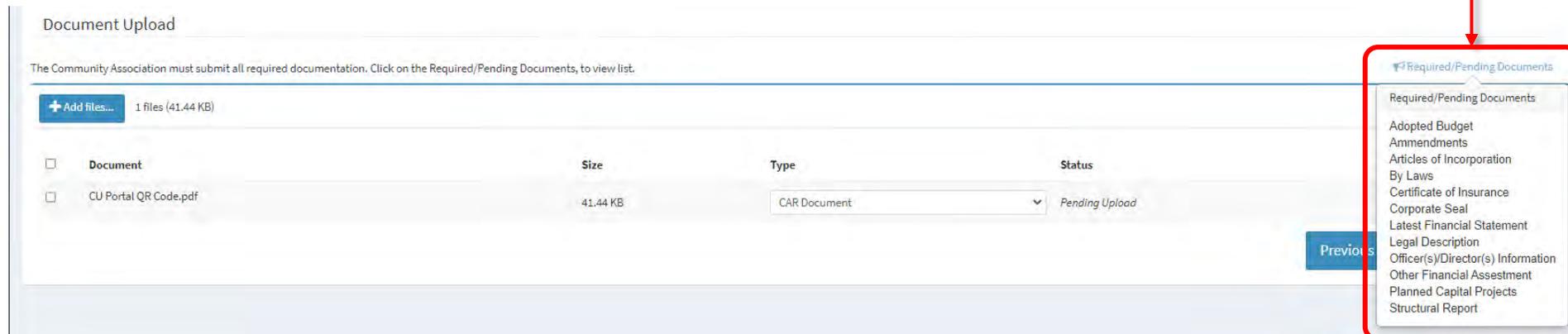


Starting an Application - Portal

- Once signed in, click the blue **Community Association Registration** button under the **Community Association Registration** section.

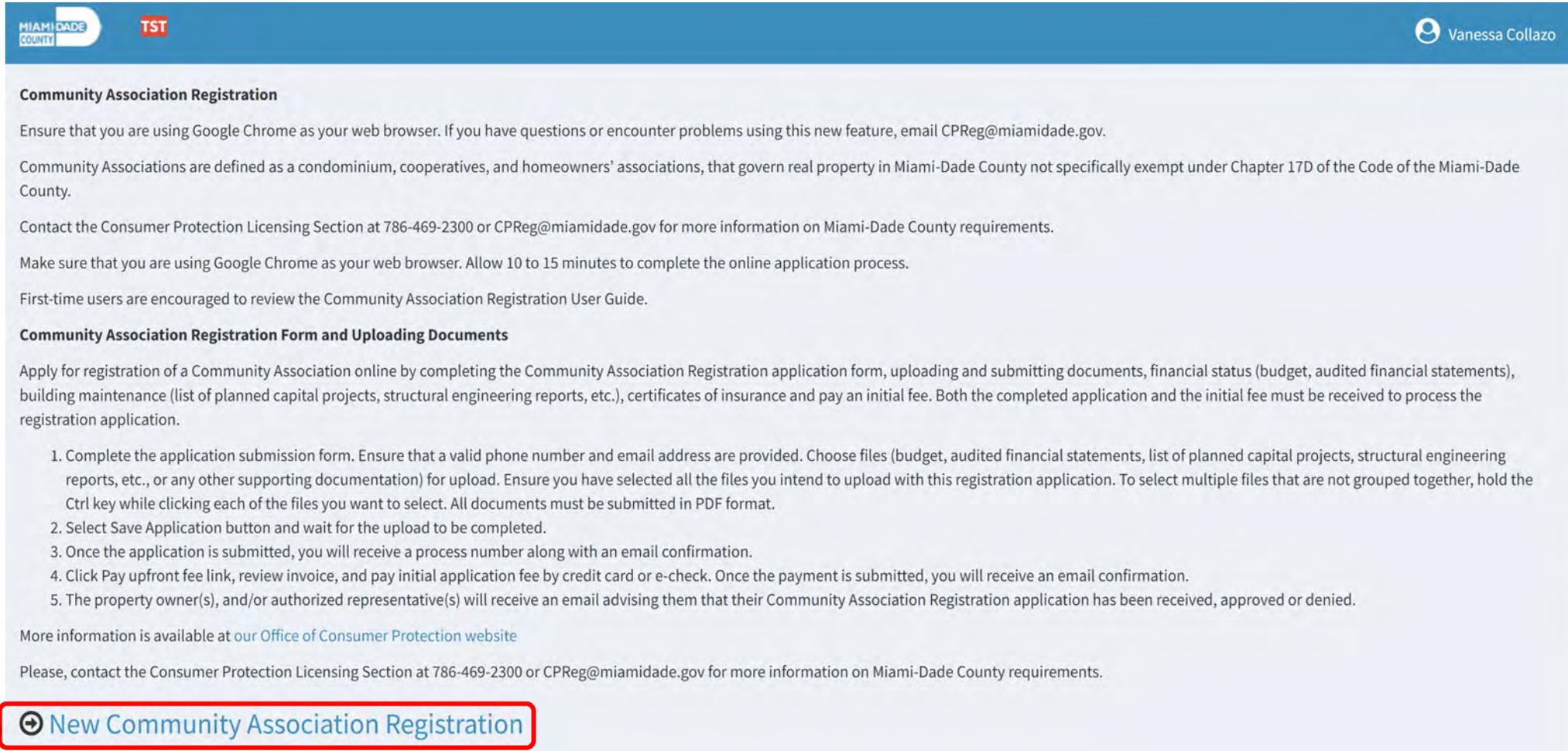


- As part of the application process, you will need to upload multiple documents. Ensure they are available in PDF format, *no larger than 4 Gb in size*. Click on **Required/Pending Documents** to view a list of the documents that must be submitted during the application stage.



Starting an Application - Instructions

- Once all required documentation is ready, click the **Apply for a New Community Association Registration** link to begin.



MIAMI DADE COUNTY **TST** Vanessa Collazo

Community Association Registration

Ensure that you are using Google Chrome as your web browser. If you have questions or encounter problems using this new feature, email CPreG@miamidade.gov.

Community Associations are defined as a condominium, cooperatives, and homeowners' associations, that govern real property in Miami-Dade County not specifically exempt under Chapter 17D of the Code of the Miami-Dade County.

Contact the Consumer Protection Licensing Section at 786-469-2300 or CPreG@miamidade.gov for more information on Miami-Dade County requirements.

Make sure that you are using Google Chrome as your web browser. Allow 10 to 15 minutes to complete the online application process.

First-time users are encouraged to review the Community Association Registration User Guide.

Community Association Registration Form and Uploading Documents

Apply for registration of a Community Association online by completing the Community Association Registration application form, uploading and submitting documents, financial status (budget, audited financial statements), building maintenance (list of planned capital projects, structural engineering reports, etc.), certificates of insurance and pay an initial fee. Both the completed application and the initial fee must be received to process the registration application.

1. Complete the application submission form. Ensure that a valid phone number and email address are provided. Choose files (budget, audited financial statements, list of planned capital projects, structural engineering reports, etc., or any other supporting documentation) for upload. Ensure you have selected all the files you intend to upload with this registration application. To select multiple files that are not grouped together, hold the Ctrl key while clicking each of the files you want to select. All documents must be submitted in PDF format.
2. Select Save Application button and wait for the upload to be completed.
3. Once the application is submitted, you will receive a process number along with an email confirmation.
4. Click Pay upfront fee link, review invoice, and pay initial application fee by credit card or e-check. Once the payment is submitted, you will receive an email confirmation.
5. The property owner(s), and/or authorized representative(s) will receive an email advising them that their Community Association Registration application has been received, approved or denied.

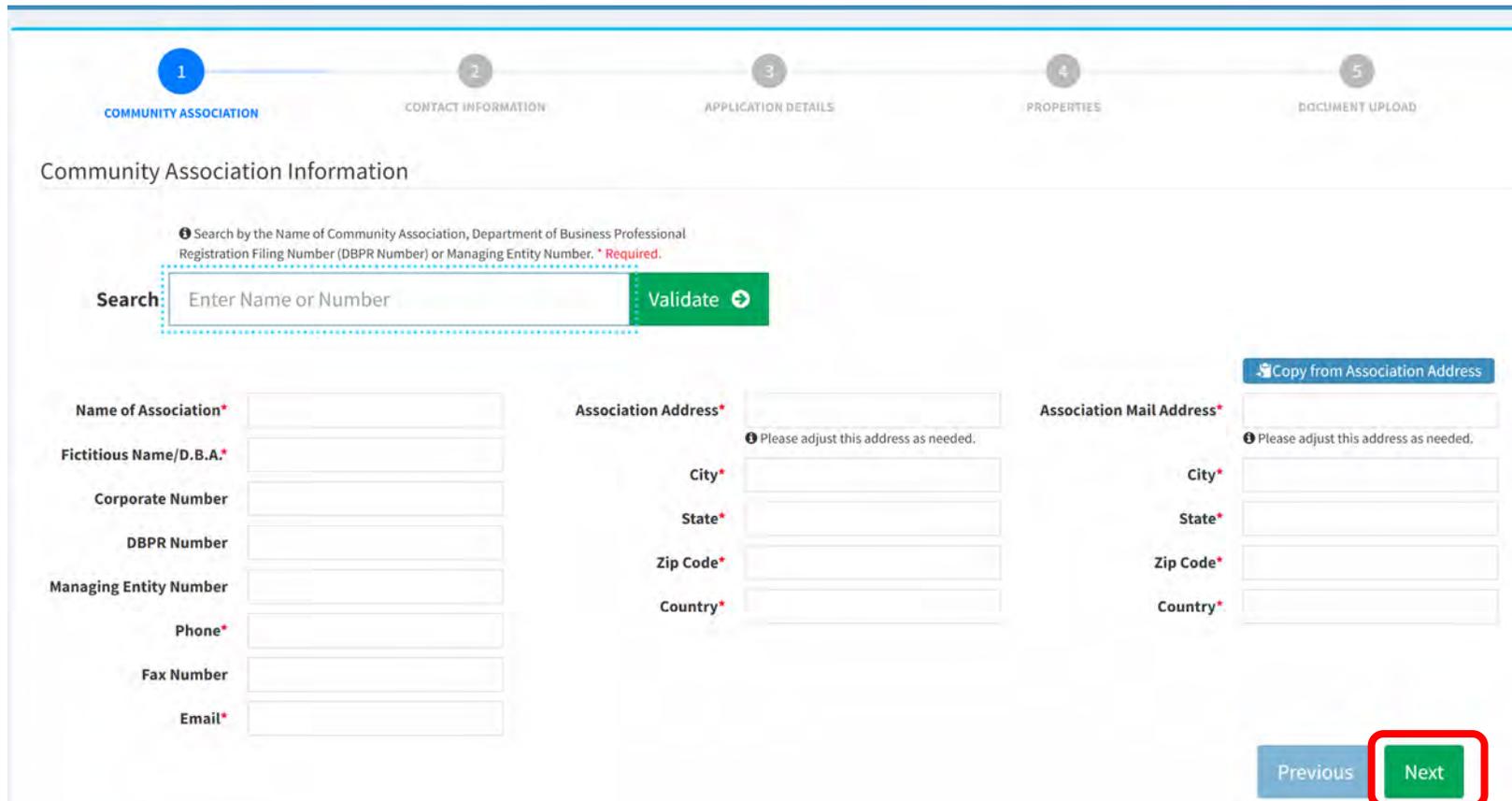
More information is available at [our Office of Consumer Protection website](#)

Please, contact the Consumer Protection Licensing Section at 786-469-2300 or CPreG@miamidade.gov for more information on Miami-Dade County requirements.

[➔ New Community Association Registration](#)

STEP 1 - Community Association Information

- Make sure that you are using Google Chrome  as your web browser.
- In the *Search* field, enter either the **Search by the Name of Community Association, Department of Business Professional Registration Filing Number (DBPR Number) or Managing Entity Number.** and click the green **Validate** button.
- Once the **Name of Community Association, Department of Business Professional Registration Filing Number (DBPR Number) or Managing Entity Number** has been validated, the available information will be auto populated.
- The **Community Association Information** can be corrected by the Applicant.
- Select **Next** to continue.



1 COMMUNITY ASSOCIATION 2 CONTACT INFORMATION 3 APPLICATION DETAILS 4 PROPERTIES 5 DOCUMENT UPLOAD

Community Association Information

Search by the Name of Community Association, Department of Business Professional Registration Filing Number (DBPR Number) or Managing Entity Number. * Required.

Search: Enter Name or Number Validate

Name of Association* Association Address* Association Mail Address*
Fictitious Name/D.B.A.* City*
Corporate Number State*
DBPR Number Zip Code*
Managing Entity Number Country*
Phone*
Fax Number
Email*

Copy from Association Address
Please adjust this address as needed.

Previous Next

During the application process, fields with a red asterisk () are required to be completed in order to continue.*

STEP 2 - Contact Information

- The ordinance requires that all applications include an **Emergency Contact**, an **Applicant Contact**, and an **Online User**.
- The Community Association may designate a **Property Manager** or designated **Agent** to complete this application.
- The **Emergency Contact** must be different than the **Property Manager** or designated **Agent**.
- If applicable, the contact information of the **Property Manager**, **Management Company**, or other designated **Agent** must be added **as a separate contact**.
 - ❖ *Notice: The Online User Contact information will be populated with your user account information.*

1
COMMUNITY ASSOCIATION

2
CONTACT INFORMATION

3
APPLICATION DETAILS

4
PROPERTIES

5
DOCUMENT UPLOADED

Contact Information

The Community Association may designate a Property Manager or designated Agent to complete this application. The Emergency Contact must be different than the Property Manager or designated Agent. If applicable, the contact information of the Property Manager, Management Company, or other designated Agent must be added as a separate contact. * Required.

| Contact Type | Entity | First Name | Last Name | Business Name | Phone | Email | Address | | |
|---------------------|-------------------------|------------|-----------|---------------|--------------|-------------------------------|------------------|------|--|
| * Online User | | | | | | | | Edit | |
| * Emergency Contact | | | | | | | | Edit | |
| * Applicant | Entity, Corp, LLC, Etc. | | | n/a | 786-717-1720 | vanessa.collazo@miamidade.gov | 1 ALAMEDA GRANDE | Edit | |

[+ Add Contacts](#)

[Previous](#)
[Next](#)

STEP 2 - Contact Information

1. Click the blue **Add Contacts** button. 
2. Select the **Contact Type** from the dropdown list (any contact types designated with a star in a circle ⚡ are required to complete the application).
3. Specify whether this contact is an **Individual** or corporate entity (changing the Entity will change the required fields designated with a red asterisk*).

Entity* ▼

- Select One
- Individual
- Entity, Corp, LLC, Etc.

4. Once completed, click the blue **Save** button.
5. When all the contacts have been entered, press the green **Next** button on the lower right-hand corner.

1 COMMUNITY ASSOCIATION 2 CONTACT INFORMATION 3 APPLICATION DETAILS 4 PROPERTIES 5 DOCUMENT UPLOAD

Contact Information

The Community Association may designate a Property Manager or designated Agent to complete this application. The Emergency Contact must be different than the Property Manager or designated Agent. If applicable, the contact information of the Property Manager, Management Company, or other designated Agent must be added as a separate contact. * Required.

| Contact Type | Entity | First Name | Last Name | Business Name | Phone | Email | Address | |
|---------------------|-------------------------|------------|-----------|----------------------------------|------------|------------------------------|---------------------------------|------|
| * Emergency Contact | Entity, Corp, LLC, Etc. | | | Fulanito's Management Company. | 3059999999 | josemm@miamidade.gov | 12905 SW 132ND STREET SUITE # 5 | Edit |
| * Applicant | Entity, Corp, LLC, Etc. | | | SOUTH LAKE VILLAS CONDO ASSN INC | 3059999999 | josemm@miamidade.gov | 12905 SW 132ND STREET SUITE # 5 | Edit |
| Online User | Entity, Corp, LLC, Etc. | | | Fulanito's Management Company | 3055882325 | jose.martinez7@miamidade.gov | 11805 SW 26th Street | Edit |



Previous 

Contact Type* ▼

Entity* ▼

Name*

Name*

Name*

Name*

Name*

Name*

Contacts

Contact Type* ▼

Entity* ▼

First Name*

Middle Name

Last Name*

Phone

Email

Address

City

State

Country

Zip

 Cancel

STEP 3 - Application Details

1. Select **Type of Association** from drop down menu.
2. Enter the Association website address.
3. Enter the total **Number of Buildings** and **Number of Units**.
 - ❖ The number of units/parcels must be accurate. An invoice will be automatically generated including the registration fee and the number of units over 25. You will receive an invoice with required fees due via email. The intake review will not begin until all fees are paid in full.
4. The Community Association must provide the location where all building permits for work in common areas shall be posted during construction.
5. Once completed, click the green **Next** button.

Application Details

Number of units must be accurate. A separate invoice will be assessed for number of units over 25.

Type of Association*

Association Website

Number of Buildings*

Number of Units*

Building Permits Location Information

The Community Association must provide the location where all building permits for work in common areas shall be posted during construction.

Building Permits Address*

Please adjust this address as needed.

City*

State*

Zip Code*

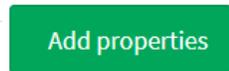
Country*

Previous

STEP 4 - Properties

- The Community Association must add **all** properties owned, managed, operated, or governed.

1. Click the green **Add properties** button.



2. A new window will open to search for properties by **Address**, **Folio**, **Subdivision Name** or **Subdivision Number**.

STEP 4 - Properties

- For Condominium properties, you may search by the **reference folio number** for each building. The **reference folio** will **display all properties** related to the Condominium.

Search by the Address, Folio, Subdivision Name or Subdivision Number:

Folio

Properties To Select

| <input type="checkbox"/> | Folio | Description | Municipality | Subdivision Number | Subdivision Name | Legal Description | Condo | Property Address |
|--------------------------|---------------|-------------|--------------|--------------------|----------------------|---|-------|---------------------|
| <input type="checkbox"/> | 0622280340001 | | North Miami | 2228-034 | MAJORCA TOWERS CONDO | MAJORCA TOWERS CONDO DESCR SANS SOUCI ESTS PB ...more | N | 11930 N BAYSHORE DR |

Showing items 1 through 1 of 1.

- Click the **plus icon** to view the **Municipality, Subdivision Number, Subdivision Name, Legal Description and Property Address** for each property.

Properties To Select

| <input type="checkbox"/> | Folio | Description | Municipality | Subdivision Number | Subdivision Name | Legal Description | Condo | Property Address |
|--------------------------|---------------|-------------|--------------|--------------------|----------------------|---|-------|---------------------|
| <input type="checkbox"/> | 0622280340001 | | North Miami | 2228-034 | MAJORCA TOWERS CONDO | MAJORCA TOWERS CONDO DESCR SANS SOUCI ESTS PB ...more | N | 11930 N BAYSHORE DR |

Associated Parcels

| Folio | Description | Legal Description | Condo | Property Address |
|---------------|-------------|---------------------------------------|-------|-------------------------|
| 0622280340010 | | MAJORCA TOWERS CONDO UNIT 301 ...more | Y | 11930 N BAYSHORE DR 301 |
| 0622280340020 | | MAJORCA TOWERS CONDO UNIT 302 ...more | Y | 11930 N BAYSHORE DR 302 |
| 0622280340090 | | MAJORCA TOWERS CONDO UNIT 309 ...more | Y | 11930 N BAYSHORE DR 309 |
| 0622280340100 | | MAJORCA TOWERS CONDO UNIT 310 ...more | Y | 11930 N BAYSHORE DR 310 |

Showing items 1 through 10 of 119.

- Select the **checkbox** to select all properties.

STEP 4 - Properties

- For Community Associations comprised by single family homes, you may search by **Subdivision Name**. The search results will display all the properties within the Subdivision.
- Select the **checkbox** to choose all properties to display on the screen. Keep moving through each page to select the applicable properties per page.
- Once all desired properties are selected, click on the green **Add Properties** button.

Add properties

- For Condominium properties, you may search by the reference folio number. The reference folio will display all properties related to the Condominium.
- For Community Association composed by single family homes, you may search by Subdivision name. The search results will display all the properties within the Subdivision.

Search by the Address, Folio, Subdivision Name or Subdivision Number.

Subdivision Name **ISLES AT GRAND BAY** **Search**

| Properties To Select | | | | | | | | |
|-------------------------------------|---------------|-------------|--------------|--------------------|--------------------|---|-------|------------------|
| <input type="checkbox"/> | Folio | Description | Municipality | Subdivision Number | Subdivision Name | Legal Description | Condo | Property Address |
| <input type="checkbox"/> | 3530080030010 | | Doral | 3008-003 | ISLES AT GRAND BAY | ISLES AT GRAND BAY PB 169-073 T-23322 LOT ...more | N | 9979 NW 89 TER |
| <input checked="" type="checkbox"/> | 3530080030020 | | Doral | 3008-003 | ISLES AT GRAND BAY | ISLES AT GRAND BAY PB 169-073 T-23322 LOT ...more | N | 9983 NW 89 TER |
| <input checked="" type="checkbox"/> | 3530080030030 | | Doral | 3008-003 | ISLES AT GRAND BAY | ISLES AT GRAND BAY PB 169-073 T-23322 LOT ...more | N | 9987 NW 89 TER |
| <input checked="" type="checkbox"/> | 3530080030040 | | Doral | 3008-003 | ISLES AT GRAND BAY | ISLES AT GRAND BAY PB 169-073 T-23322 LOT ...more | N | 9991 NW 89 TER |
| <input checked="" type="checkbox"/> | 3530080030050 | | Doral | 3008-003 | ISLES AT GRAND BAY | ISLES AT GRAND BAY PB 169-073 T-23322 LOT ...more | N | 9995 NW 89 TER |
| <input checked="" type="checkbox"/> | 3530080030060 | | Doral | 3008-003 | ISLES AT GRAND BAY | ISLES AT GRAND BAY PB 169-073 T-23322 LOT ...more | N | 9999 NW 89 TER |
| <input checked="" type="checkbox"/> | 3530080030070 | | Doral | 3008-003 | ISLES AT GRAND BAY | ISLES AT GRAND BAY PB 169-073 T-23322 LOT ...more | N | 10003 NW 89 TER |
| <input checked="" type="checkbox"/> | 3530080030080 | | Doral | 3008-003 | ISLES AT GRAND BAY | ISLES AT GRAND BAY PB 169-073 T-23322 LOT ...more | N | 10013 NW 89 TER |
| <input checked="" type="checkbox"/> | 3530080030090 | | Doral | 3008-003 | ISLES AT GRAND BAY | ISLES AT GRAND BAY PB 169-073 T-23322 LOT ...more | N | 10023 NW 89 TER |
| <input checked="" type="checkbox"/> | 3530080030100 | | Doral | 3008-003 | ISLES AT GRAND BAY | ISLES AT GRAND BAY PB 169-073 T-23322 LOT ...more | N | 10033 NW 89 TER |
| <input checked="" type="checkbox"/> | 3530080030110 | | Doral | 3008-003 | ISLES AT GRAND BAY | ISLES AT GRAND BAY PB 169-073 T-23322 LOT ...more | N | 10043 NW 89 TER |
| <input checked="" type="checkbox"/> | 3530080030120 | | Doral | 3008-003 | ISLES AT GRAND BAY | ISLES AT GRAND BAY PB 169-073 T-23322 LOT ...more | N | 10053 NW 89 TER |
| <input checked="" type="checkbox"/> | 3530080030130 | | Doral | 3008-003 | ISLES AT GRAND BAY | ISLES AT GRAND BAY PB 169-073 T-23322 LOT ...more | N | 10063 NW 89 TER |
| <input checked="" type="checkbox"/> | 3530080030140 | | Doral | 3008-003 | ISLES AT GRAND BAY | ISLES AT GRAND BAY PB 169-073 T-23322 LOT ...more | N | 10073 NW 89 TER |
| <input checked="" type="checkbox"/> | 3530080030150 | | Doral | 3008-003 | ISLES AT GRAND BAY | ISLES AT GRAND BAY PB 169-073 T-23322 LOT ...more | N | 10083 NW 89 TER |
| <input checked="" type="checkbox"/> | 3530080030160 | | Doral | 3008-003 | ISLES AT GRAND BAY | ISLES AT GRAND BAY PB 169-073 T-23322 LOT ...more | N | 10087 NW 89 TER |
| <input checked="" type="checkbox"/> | 3530080030170 | | Doral | 3008-003 | ISLES AT GRAND BAY | ISLES AT GRAND BAY PB 169-073 T-23322 LOT ...more | N | 8900 NW 101 PL |
| <input checked="" type="checkbox"/> | 3530080030180 | | Doral | 3008-003 | ISLES AT GRAND BAY | ISLES AT GRAND BAY PB 169-073 T-23322 LOT ...more | N | 8888 NW 101 PL |
| <input checked="" type="checkbox"/> | 3530080030190 | | Doral | 3008-003 | ISLES AT GRAND BAY | ISLES AT GRAND BAY PB 169-073 T-23322 LOT ...more | N | 8876 NW 101 PL |
| <input checked="" type="checkbox"/> | 3530080030200 | | Doral | 3008-003 | ISLES AT GRAND BAY | ISLES AT GRAND BAY PB 169-073 T-23322 LOT ...more | N | 8866 NW 101 PL |

Showing items 1 through 20 of 146. 1 2 3 4 5 ... > >>

Cancel **Add Properties**

STEP 4 - Properties

- Once completed, click the green **Next** button.



Community Association Properties

The Community Association must add all properties owned, managed, operated, or governed. To search for properties, click on Add Properties button.

[Add properties](#) Filter by:

| Folio | Description | Municipality | Subdivision Number | Subdivision Name | Legal Description | Condo | Property Address | |
|---------------|-------------|--------------|--------------------|--------------------|---|-------|------------------|--|
| 3530080030090 | | Doral | 3008-003 | ISLES AT GRAND BAY | ISLES AT GRAND BAY PB 169-073 T-23322 LOT ...more | N | 10023 NW 89 TER | |
| 3530080030100 | | Doral | 3008-003 | ISLES AT GRAND BAY | ISLES AT GRAND BAY PB 169-073 T-23322 LOT ...more | N | 10033 NW 89 TER | |
| 3530080030110 | | Doral | 3008-003 | ISLES AT GRAND BAY | ISLES AT GRAND BAY PB 169-073 T-23322 LOT ...more | N | 10043 NW 89 TER | |
| 3530080030120 | | Doral | 3008-003 | ISLES AT GRAND BAY | ISLES AT GRAND BAY PB 169-073 T-23322 LOT ...more | N | 10053 NW 89 TER | |
| 3530080030130 | | Doral | 3008-003 | ISLES AT GRAND BAY | ISLES AT GRAND BAY PB 169-073 T-23322 LOT ...more | N | 10063 NW 89 TER | |
| 3530080030140 | | Doral | 3008-003 | ISLES AT GRAND BAY | ISLES AT GRAND BAY PB 169-073 T-23322 LOT ...more | N | 10073 NW 89 TER | |
| 3530080030150 | | Doral | 3008-003 | ISLES AT GRAND BAY | ISLES AT GRAND BAY PB 169-073 T-23322 LOT ...more | N | 10083 NW 89 TER | |
| 3530080030160 | | Doral | 3008-003 | ISLES AT GRAND BAY | ISLES AT GRAND BAY PB 169-073 T-23322 LOT ...more | N | 10087 NW 89 TER | |
| 3530080030170 | | Doral | 3008-003 | ISLES AT GRAND BAY | ISLES AT GRAND BAY PB 169-073 T-23322 LOT ...more | N | 8900 NW 101 PL | |
| 3530080030180 | | Doral | 3008-003 | ISLES AT GRAND BAY | ISLES AT GRAND BAY PB 169-073 T-23322 LOT ...more | N | 8888 NW 101 PL | |
| 3530080030190 | | Doral | 3008-003 | ISLES AT GRAND BAY | ISLES AT GRAND BAY PB 169-073 T-23322 LOT ...more | N | 8878 NW 101 PL | |
| 3530080030200 | | Doral | 3008-003 | ISLES AT GRAND BAY | ISLES AT GRAND BAY PB 169-073 T-23322 LOT ...more | N | 8868 NW 101 PL | |
| 3530080030210 | | Doral | 3008-003 | ISLES AT GRAND BAY | ISLES AT GRAND BAY PB 169-073 T-23322 LOT ...more | N | 8858 NW 101 PL | |
| 3530080030220 | | Doral | 3008-003 | ISLES AT GRAND BAY | ISLES AT GRAND BAY PB 169-073 T-23322 LOT ...more | N | 8848 NW 101 PL | |
| 3530080030230 | | Doral | 3008-003 | ISLES AT GRAND BAY | ISLES AT GRAND BAY PB 169-073 T-23322 LOT ...more | N | 8830 NW 101 PL | |
| 3530080030240 | | Doral | 3008-003 | ISLES AT GRAND BAY | ISLES AT GRAND BAY PB 169-073 T-23322 LOT ...more | N | 8826 NW 101 PL | |
| 3530080030250 | | Doral | 3008-003 | ISLES AT GRAND BAY | ISLES AT GRAND BAY PB 169-073 T-23322 LOT ...more | N | 8818 NW 101 PL | |
| 3530080030260 | | Doral | 3008-003 | ISLES AT GRAND BAY | ISLES AT GRAND BAY PB 169-073 T-23322 LOT ...more | N | 10094 NW 88 TER | |
| 3530080030270 | | Doral | 3008-003 | ISLES AT GRAND BAY | ISLES AT GRAND BAY PB 169-073 T-23322 LOT ...more | N | 10084 NW 88 TER | |
| 3530080030280 | | Doral | 3008-003 | ISLES AT GRAND BAY | ISLES AT GRAND BAY PB 169-073 T-23322 LOT ...more | N | 10074 NW 88 TER | |

Showing items 1 through 20 of 146. [1](#) [2](#) [3](#) [4](#) [5](#) ... [>](#) [>>](#)

[Previous](#) [Next](#)

STEP 5 – Document Upload

- As part of the application process, you will need to upload multiple documents. Ensure they are available in PDF format, *no larger than 4 Gb in size*. Click on **Required/Pending Documents** link to view a list of the documents that must be submitted during the application stage.
- Click the blue **Add Files** button.
- A new window will open to select files.

Document Upload

The Community Association must submit all required documentation. Click on the Required/Pending Documents, to view list.

[+ Add files...](#) 1 files (41.44 KB)

| <input type="checkbox"/> | Document | Size | Type | Status |
|--------------------------|-----------------------|----------|--------------|----------------|
| <input type="checkbox"/> | CU Portal QR Code.pdf | 41.44 KB | CAR Document | Pending Upload |

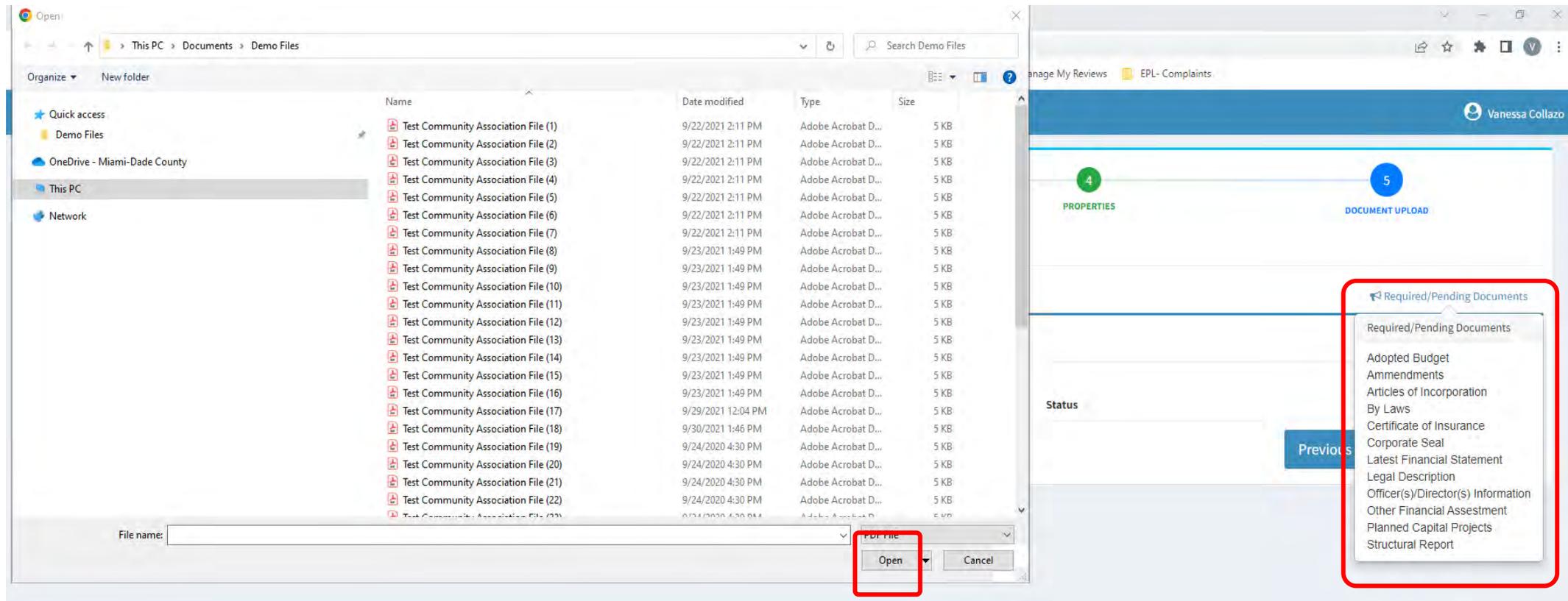
[Required/Pending Documents](#)

- Required/Pending Documents
- Adopted Budget
- Ammendments
- Articles of Incorporation
- By Laws
- Certificate of Insurance
- Corporate Seal
- Latest Financial Statement
- Legal Description
- Officer(s)/Director(s) Information
- Other Financial Assesment
- Planned Capital Projects
- Structural Report

[Previous](#)

STEP 5 – Document Upload

- Pick the relevant files from your computer. To select multiple files, press the **Ctrl key** on the keyboard while choosing the documents.
 - ❖ The **Required/Pending Documents** list will open.
 - ❖ Once all files are selected, click **Open**.



STEP 5 – Document Upload

- Click on the drop-down menu for document **Type**.
- Update the respective document type for each file.

1 COMMUNITY ASSOCIATION 2 CONTACT INFORMATION 3 APPLICATION DETAILS 4 PROPERTIES 5 DOCUMENT UPLOAD

Document Upload

The Community Association must submit all required documentation. Click on the Required/Pending Documents, to view list. [Required/Pending Documents](#)

+ Add files... 12 files (48.23 KB) **Clear**

| <input type="checkbox"/> | Document | Size | Type | Status | |
|--------------------------|---|---------|---|----------------|--------------------------|
| <input type="checkbox"/> | Test Community Association File (12).pdf <i>Renamed to: Test Community Association File 12.pdf</i> | 4.02 KB | CAR Document | Pending Upload | <input type="checkbox"/> |
| <input type="checkbox"/> | Test Community Association File (11).pdf <i>Renamed to: Test Community Association File 11.pdf</i> | 4.02 KB | Adopted Budget | Pending Upload | <input type="checkbox"/> |
| <input type="checkbox"/> | Test Community Association File (10).pdf <i>Renamed to: Test Community Association File 10.pdf</i> | 4.02 KB | Articles of Incorporation | Pending Upload | <input type="checkbox"/> |
| <input type="checkbox"/> | Test Community Association File (9).pdf <i>Renamed to: Test Community Association File 9.pdf</i> | 4.02 KB | By Laws | Pending Upload | <input type="checkbox"/> |
| <input type="checkbox"/> | Test Community Association File (8).pdf <i>Renamed to: Test Community Association File 8.pdf</i> | 4.02 KB | CAR Document | Pending Upload | <input type="checkbox"/> |
| <input type="checkbox"/> | Test Community Association File (7).pdf <i>Renamed to: Test Community Association File 7.pdf</i> | 4.02 KB | Certificate of Insurance | Pending Upload | <input type="checkbox"/> |
| <input type="checkbox"/> | Test Community Association File (6).pdf <i>Renamed to: Test Community Association File 6.pdf</i> | 4.02 KB | Community Association Registration Letter | Pending Upload | <input type="checkbox"/> |
| <input type="checkbox"/> | | | Corporate Seal | Pending Upload | <input type="checkbox"/> |
| <input type="checkbox"/> | | | Latest Financial Statement | Pending Upload | <input type="checkbox"/> |
| <input type="checkbox"/> | | | Legal Description | Pending Upload | <input type="checkbox"/> |
| <input type="checkbox"/> | | | Officer(s)/Director(s) Information | Pending Upload | <input type="checkbox"/> |
| <input type="checkbox"/> | | | Other Financial Assessment | Pending Upload | <input type="checkbox"/> |
| <input type="checkbox"/> | | | Planned Capital Projects | Pending Upload | <input type="checkbox"/> |
| <input type="checkbox"/> | | | Structural Report | Pending Upload | <input type="checkbox"/> |
| <input type="checkbox"/> | | | CAR Document | Pending Upload | <input type="checkbox"/> |

Previous **Save Application**

STEP 5 – Document Upload

- Once each document type is selected, the **Required/Pending Documents** list will update.

Document Upload

The Community Association must submit all required documentation. Click on the Required/Pending Documents, to view list.

+ Add files... 12 files (48.23 KB)

| Document | Size | Type | Status |
|--|---------|----------------|----------------|
| <input type="checkbox"/> Test Community Association File (12).pdf <i>Renamed to: Test Community Association File 12.pdf</i> | 4.02 KB | Adopted Budget | Pending Upload |
| <input type="checkbox"/> Test Community Association File (11).pdf <i>Renamed to: Test Community Association File 11.pdf</i> | 4.02 KB | Ammendments | Pending Upload |
| <input type="checkbox"/> Test Community Association File (10).pdf <i>Renamed to: Test Community Association File 10.pdf</i> | 4.02 KB | CAR Document | Pending Upload |
| <input type="checkbox"/> Test Community Association File (9).pdf <i>Renamed to: Test Community Association File 9.pdf</i> | 4.02 KB | CAR Document | Pending Upload |
| <input type="checkbox"/> Test Community Association File (8).pdf <i>Renamed to: Test Community Association File 8.pdf</i> | 4.02 KB | CAR Document | Pending Upload |
| <input type="checkbox"/> Test Community Association File (7).pdf <i>Renamed to: Test Community Association File 7.pdf</i> | 4.02 KB | CAR Document | Pending Upload |
| <input type="checkbox"/> Test Community Association File (6).pdf <i>Renamed to: Test Community Association File 6.pdf</i> | 4.02 KB | CAR Document | Pending Upload |

Required/Pending Documents

- Legal Description
- Officer(s)/Director(s) Information
- Corporate Seal
- By Laws
- Articles of Incorporation
- Planned Capital Projects
- Latest Financial Statement
- Other Financial Assesment
- Structural Report
- Certificate of Insurance

Previous Save Application

- After completion of selecting all required document type(s), a message will be display that all required documents have been uploaded.

Required/Pending Documents

All required documents have been uploaded.

STEP 5 – Document Upload

- Once completed, click the green **Save Application** button.

The screenshot shows a multi-step application process. The steps are: 1. COMMUNITY ASSOCIATION, 2. CONTACT INFORMATION, 3. APPLICATION DETAILS, 4. PROPERTIES, and 5. DOCUMENT UPLOAD. Step 5 is currently active and highlighted in blue. Below the step indicators, the page title is "Document Upload". A message states: "The Community Association must submit all required documentation. Click on the Required/Pending Documents, to view list." To the right of this message is a link "Required/Pending Documents". Below the message is a file upload area showing "12 files (48.23 KB)" and a "Clear" button. A table lists the uploaded files, their sizes (all 4.02 KB), and the required documents they correspond to. Each row has a checkbox, a file name, a size, a dropdown menu for the required document, a status of "Pending Upload", and a delete button (orange square with an 'x'). The required documents listed are: Corporate Seal, Latest Financial Statement, Legal Description, Officer(s)/Director(s) Information, Other Financial Assessment, Planned Capital Projects, Structural Report, and By Laws. At the bottom right, there are two buttons: "Previous" (blue) and "Save Application" (green, highlighted with a red border).

Document Upload

The Community Association must submit all required documentation. Click on the Required/Pending Documents, to view list.

+ Add files... 12 files (48.23 KB) Clear

| | | | | | |
|--------------------------|---|---------|------------------------------------|----------------|--|
| <input type="checkbox"/> | Test Community Association File (8).pdf <i>Renamed to: Test Community Association File 8.pdf</i> | 4.02 KB | Corporate Seal | Pending Upload | |
| <input type="checkbox"/> | Test Community Association File (7).pdf <i>Renamed to: Test Community Association File 7.pdf</i> | 4.02 KB | Latest Financial Statement | Pending Upload | |
| <input type="checkbox"/> | Test Community Association File (6).pdf <i>Renamed to: Test Community Association File 6.pdf</i> | 4.02 KB | Legal Description | Pending Upload | |
| <input type="checkbox"/> | Test Community Association File (5).pdf <i>Renamed to: Test Community Association File 5.pdf</i> | 4.02 KB | Officer(s)/Director(s) Information | Pending Upload | |
| <input type="checkbox"/> | Test Community Association File (4).pdf <i>Renamed to: Test Community Association File 4.pdf</i> | 4.02 KB | Other Financial Assessment | Pending Upload | |
| <input type="checkbox"/> | Test Community Association File (3).pdf <i>Renamed to: Test Community Association File 3.pdf</i> | 4.02 KB | Planned Capital Projects | Pending Upload | |
| <input type="checkbox"/> | Test Community Association File (2).pdf <i>Renamed to: Test Community Association File 2.pdf</i> | 4.02 KB | Structural Report | Pending Upload | |
| <input type="checkbox"/> | Test Community Association File (1).pdf <i>Renamed to: Test Community Association File 1.pdf</i> | 4.02 KB | By Laws | Pending Upload | |

Previous Save Application

STEP 5 – Document Upload

- Before your submission will be deemed completed, you must review and acknowledge the **Community Association Registry Acknowledgments and Website Disclaimer**.
- Click the blue **Acknowledge** button.

Community Association Registry Acknowledgments and Website Disclaimer

Acknowledgements

Information or data misrepresentations on the application could result in denial of the application or subsequent revocation or of the registration once issued.

By submitting this registration form, I understand that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor of the second degree, punishable as provided in Florida Statutes.

By submitting this registration form, I declare, under penalties of perjury, that I have read the foregoing registration form, that the facts stated in it are true, and that any supporting documents I submit are copies of genuine documents.

By submitting this registration form, I understand this registration and any supporting documents are public record and are available for public inspection and copying.

Website Disclaimer

The information contained in this database has been provided to Miami-Dade County pursuant to section 17D-3 of the Code of Miami-Dade County, Florida. Miami-Dade County does not warrant the accuracy or validity of such information or that it has been provided in its entirety. Miami-Dade County assumes no responsibility for errors or omissions in any document or other item contained in this database or on this website. No warranty of any kind, implied, expressed, or statutory, including, but not limited to, warranties of non-infringement of third-party rights, title, merchantability, fitness for a particular purpose or freedom from computer virus, is given with respect to the contents of this website, its database, or any links thereon.

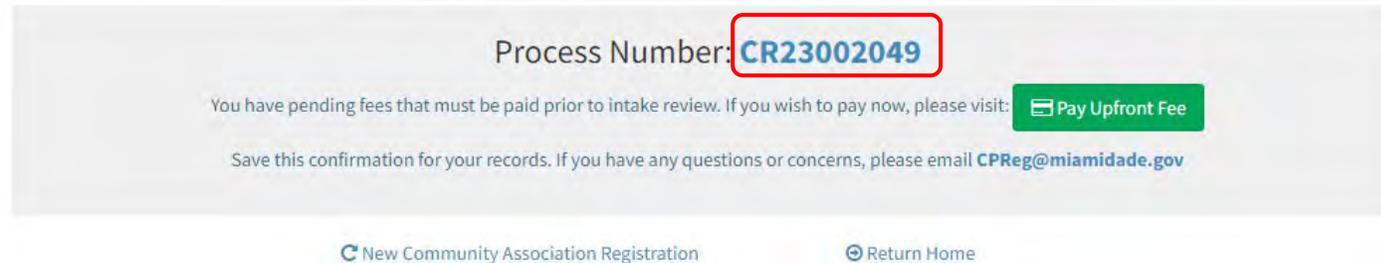
This database is being provided as an easily accessible and centralized repository of documents created by third parties. The information appearing on this website and in this database is for informational purposes only and its use should be limited to said purposes. Such information should not be used as a substitute for legal advice and is not intended to supplant a user's due diligence. Users should consult with a legal advisor before taking any action based on information contained in the database or appearing on this website or any site to which it may be linked.

Acknowledge

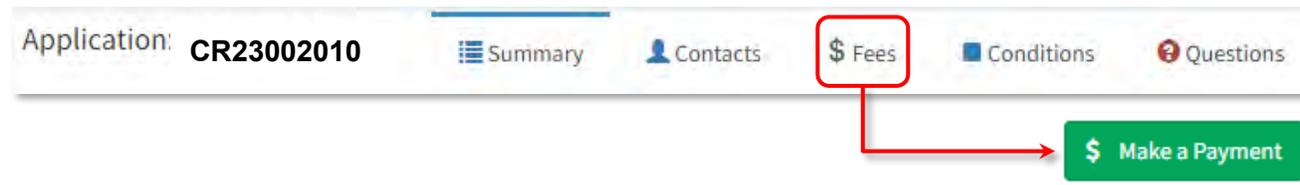
Close

Application Number and Payment of Fees

Your application was successfully created.



- When the application has been successfully created, the system will display the **Record Number**. *Please save this confirmation number for your records.*
- Click on the **Record Number** link to open the Application Details page.
 - Use the **Fees** tab on the Application Details page to pay Upfront Fees or any pending invoice fees.



- You will receive an invoice with required fees due via email. *Please note that fees must be paid to start Miami-Dade County's intake review.*

Application Number and Payment of Fees

- The Fees Tab will display all fees assessed on the application.
- Payments can be made by selecting the green **\$ Make a Payment** button.

Application: CR23002012 [Workflow Information](#) [Summary](#) [Contacts](#) [Fees](#) [Properties](#)

Fees [\\$ Make a Payment](#)

Uninvoiced fees are subject to change pending completion of application process.

Invoice: **I2023106433** INVOICED

| Type | Code | Description | Qty | Orig. Amount | Amount Credited | Amount | Surcharge | Applied Date | Paid Date |
|---------------|------|---------------------------------|-----|--------------|-----------------|-----------------|-----------|--------------|-----------|
| CPCA | CA01 | COMMUNITY ASSOC REGISTRATION | 1 | \$50.00 | \$0.00 | \$50.00 | | 12/12/2022 | |
| CPCA | CA02 | COMMUNITY ASSOC REG ADDTL UNITS | 275 | \$412.50 | \$0.00 | \$412.50 | | 12/12/2022 | |
| Total: | | | | | | \$462.50 | | | |

Viewing a Community Association Registration Application

Miami-Dade Department of Regulatory & Economic Resources
Plan Status & Application Submittal Portal

Search status of Applications & Plans

Search a tracking, application or permit number(such as C, M, N, TREE and UP process numbers).

Enter tracking, application or permit number

Use the Advanced Search feature to look for an application by address or folio number. Please note that the search results will be limited only to applications that require plan review. To search for all permits/applications by address or folio please visit the Building Permit Selection Menu.

Q Advanced Search

Register an Account **NEW!**

Registering an account with miamidade.gov offers added benefits such as:

- Access to My Applications page that lists your current and previous submissions.
- Easily locate and track the status of your submissions.
- Pre-populate submissions with contact information from registered account.
- Allows you to submit reworks to a UP number.

My Applications

- After applying for registration, the status of the reviews can be accessed by:
 - Searching for the **Record Number** in the **Search Status of Applications and Plans** box on the home page, or
 - Selecting the blue  **My Applications** button.
 - **Advanced Search** allows searching by Community Association Address or Folio.

Search by address ▾ Enter application address

Address

Folio

Process Number | Permit Number | Address | Contact Name | Property Type | Application Date

Viewing a Community Association Registration – Application Details

- Searching for an **Application Number** will take you directly to the Application Details and the review(s) status along with any disapproval comments that must be addressed.

Search status of Applications & Plans

Search a tracking, application, permit or invoice number (such as C, M, N, TREE and UP process numbers).

Enter tracking, application, permit or invoice number

Use the Advanced Search feature to look for an application by address or folio number. Please note that the search results will be limited only to applications that require plan review. To search for all permits/applications by address or folio please visit the Building Permit Selection Menu.

Advanced Search

- Selecting **My Applications** from the home page will list all applications submitted by you under your account.
 - Click on the *Process Number* to see the **Application Details**.
 - Click on the *Tracking Number* to view the **Tracking Details**, submit reworks, important additional documents, and view uploaded documents.

Register an Account NEW!

Registering an account with miamidade.gov offers added benefits such as:

- Access to My Applications page that lists your current and previous submissions.
- Easily locate and track the status of your submissions.
- Pre-populate submissions with contact information from registered account.
- Allows you to submit reworks to a UP number.

[My Applications](#)

| Tracking Number | Process Number | Permit Number | Address | Contact Name | Property Type | Application Date |
|-----------------|----------------------------|---------------|---|--------------|---------------|------------------|
| CR23002012 | CR23002012 | | 1 ALAMEDA GRANDE ENGLEWOOD, FL 34223-2101 | N/A | RESIDENTIAL | 12/12/2022 |
| TREE-2314548 | TREE-2314548 | | | | COMMERCIAL | 12/12/2022 |
| CR23002010 | CR23002010 | | 123 NW MIAMI, FL 33172 | N/A | RESIDENTIAL | 12/12/2022 |
| CR23002009 | CR23002009 | | 123 NW MIAMI, FL 33172 | N/A | RESIDENTIAL | 12/12/2022 |
| CR23002008 | CR23002008 | | 1 ALAMEDA GRANDE ENGLEWOOD, FL 34223-2101 | N/A | RESIDENTIAL | 12/12/2022 |
| CR23002007 | CR23002007 | | 1 ALAMEDA GRANDE ENGLEWOOD, FL 34223-2101 | N/A | RESIDENTIAL | 12/8/2022 |
| CR23002006 | CR23002006 | | 1 ALAMEDA GRANDE ENGLEWOOD, FL 34223-2101 | N/A | RESIDENTIAL | 12/8/2022 |
| TREE-2314547 | TREE-2314547 | | | | COMMERCIAL | 12/6/2022 |

Online Services

- Make Payments
- Building Permits
- Perm Permits
- Certificate of Use
- Community Association Registration
- COVID-19 CU

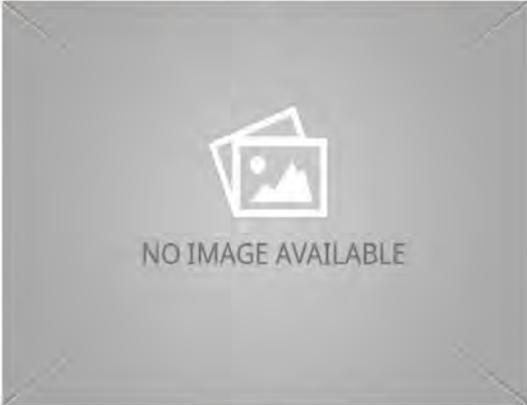
Additional Resources

- Building
- Business
- Electrical
- Environmental
- Film
- Mechanical
- Parking
- Plumbing
- Roofing
- Zoning
- Roadway
- Others

Viewing a Community Association Registration - Application Details

Application: CR23002012 [Workflow Information](#) [Summary](#) [Contacts](#) [Fees](#) [Properties](#)

Process No: **CR23002012** In Progress Created Date: **12/12/2022** Modified Date: **12/12/2022**
Property Type: **Residential** Created By: **VANESSA COLLAZO** Modified By: **VANESSA COLLAZO**
Application Date: **12/12/2022** Folios: **06-2228-034-1210 ...** Number of Buildings: **5**
Association: **1 ALAMEDA GRANDE ENGLEWOOD, FL** Association Type: **Condominium** Number of Units: **300**
Address: **34223-2101** Community DOS Number: Managing Entity Number: **MA00017532**
Fictitious Name: **n/a** Phone Number: **786-717-1720** DBPR Number: **2267**
Fax Number: Email: **vanessa.collazomdc@gmail.com**
Association Website:



| Task | Current Disposition | Current Disp. Date | Reviewed By | Task Status | Task Status Date | Assigned To | Est. Comp. Date |
|-------------------|---------------------|--------------------|-------------|-------------|------------------|-------------|-----------------|
| UPFRONT FEES | | | | Checked In | 12/12/2022 | | 12/13/2022 |
| CAR INTAKE REVIEW | | | | Pending | | | |

Showing 1 to 2 of 2 entries

- The **Summary** tab displays application details provided during the application process.
 - Also listed are the assigned reviews, current dispositions, completion dates, application status, etc.
- The **Fees** tab will display fees assessed.
- The **Contacts** tab will display the application contacts and allow the addition of more contacts, if necessary.
- The **Property** tab will display the list of properties included during the application process.

Viewing a Community Association Registration – Disapproval Comments

Application: CR23002012 [Workflow Information](#)

Summary [Contacts](#) [Fees](#) [Properties](#)

Process No: **CR23002012** In Progress Created Date: **12/12/2022** Modified Date: **12/12/2022**

Property Type: **Residential** Created By: **VANESSA COLLAZO** Modified By: **VANESSA COLLAZO**

Application Date: **12/12/2022** Folios: **06-2228-034-1210 ...** Number of Buildings: **5**

Association Address: **1 ALAMEDA GRANDE ENGLEWOOD, FL 34223-2101** Association Type: **Condominium** Number of Units: **300**

Fictitious Name: **n/a** Community DOS Number: Managing Entity Number: **MA00017532**

Fax Number: Phone Number: **786-717-1720** DBPR Number: **2267**

Association Website: Email: **vanessa.collazomdc@gmail.com**

NO IMAGE AVAILABLE

| Task | Current Disposition | Current Disp. Date | Reviewed By | Task Status | Task Status Date | Assigned To | Est. Comp. Date |
|-------------------|---------------------|--------------------|------------------------------------|-------------|------------------|-------------|-----------------|
| CAR INTAKE REVIEW | | 12/12/2022 | COLLAZO, VANESSA C | Checked Out | 12/12/2022 | | 12/13/2022 |
| UPFRONT FEES | | 12/12/2022 | | Checked Out | 12/12/2022 | | 12/13/2022 |

Showing 1 to 2 of 2 entries

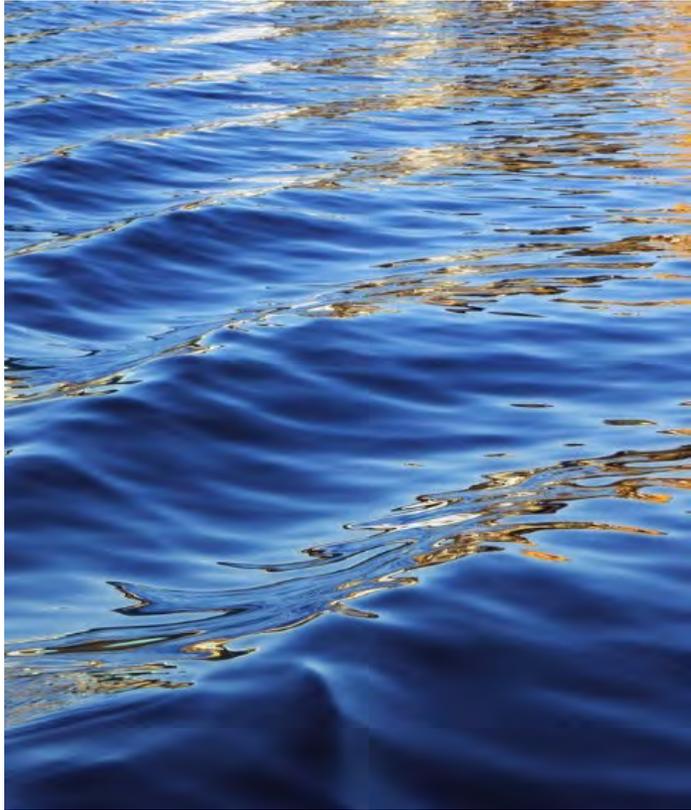
- The details of the disposition can be accessed by clicking on any of the disposition icons.

- If you need to discuss the disposition, an email can be sent to the reviewer by clicking on their name hyperlink. This will create an email using your computer's default email client. *You can also hover over the reviewer's name to see their email address.*

Remarks: **CAR INTAKE REVIEW - CR23002012** [Print](#) Show disapproved only

| Code | Description | Created | Modified | Released |
|------|---|--|---|--------------------|
| 0120 | Association Officer (s)/Director(s) Information Provide a list of all officers and directors of the community association with contact information. | COLLAZO, VANESSA C 12/12/2022 9:58 PM | COLLAZO, VANESSA C 12/12/2022 10:08 PM | DISAPPROVED |

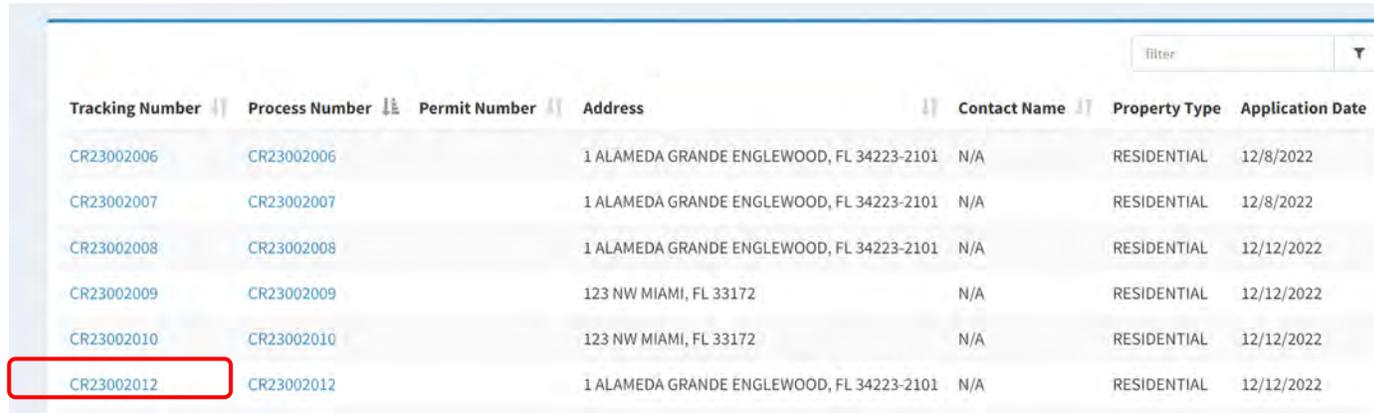
- When all dispositions are entered in a review cycle, an automatic email will be sent to application contacts.



SUBMITTING CORRECTIONS (REWORKS)

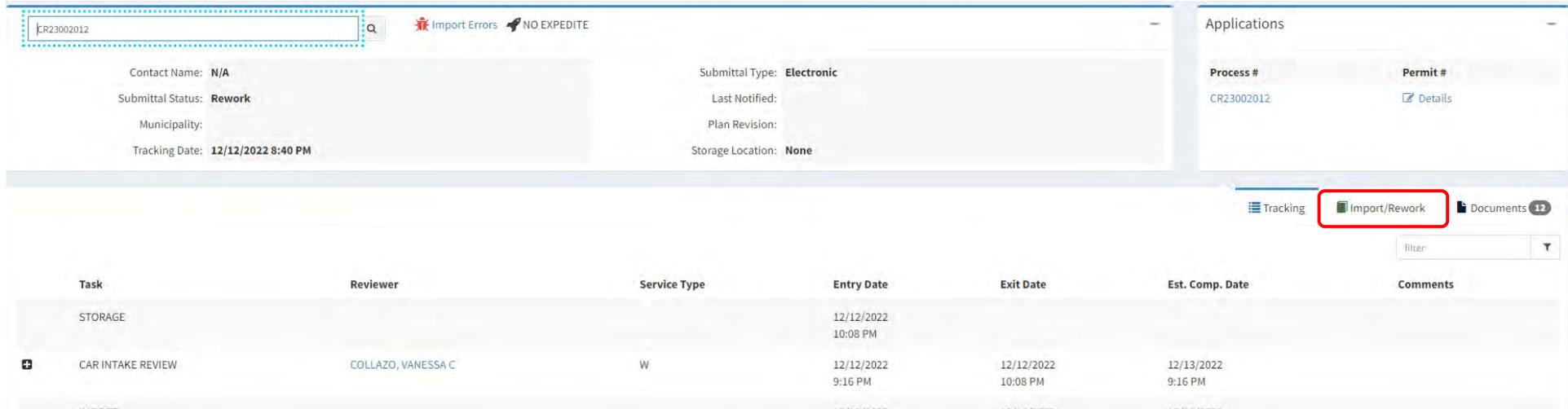
Submitting Corrections (Reworks)

- Selecting the **Tracking Number** link from any of the screens where it is available will display the application's **Tracking Details**.



| Tracking Number | Process Number | Permit Number | Address | Contact Name | Property Type | Application Date |
|-----------------|----------------|---------------|---|--------------|---------------|------------------|
| CR23002006 | CR23002006 | | 1 ALAMEDA GRANDE ENGLEWOOD, FL 34223-2101 | N/A | RESIDENTIAL | 12/8/2022 |
| CR23002007 | CR23002007 | | 1 ALAMEDA GRANDE ENGLEWOOD, FL 34223-2101 | N/A | RESIDENTIAL | 12/8/2022 |
| CR23002008 | CR23002008 | | 1 ALAMEDA GRANDE ENGLEWOOD, FL 34223-2101 | N/A | RESIDENTIAL | 12/12/2022 |
| CR23002009 | CR23002009 | | 123 NW MIAMI, FL 33172 | N/A | RESIDENTIAL | 12/12/2022 |
| CR23002010 | CR23002010 | | 123 NW MIAMI, FL 33172 | N/A | RESIDENTIAL | 12/12/2022 |
| CR23002012 | CR23002012 | | 1 ALAMEDA GRANDE ENGLEWOOD, FL 34223-2101 | N/A | RESIDENTIAL | 12/12/2022 |

- Select the blue **Workflow Information** icon.



CR23002012

Contact Name: N/A
Submittal Status: **Rework**
Municipality:
Tracking Date: 12/12/2022 8:40 PM

Submittal Type: **Electronic**
Last Notified:
Plan Revision:
Storage Location: **None**

Applications

| Process # | Permit # |
|------------|-------------------------|
| CR23002012 | Details |

Tracking **Import/Rework** Documents 12

| Task | Reviewer | Service Type | Entry Date | Exit Date | Est. Comp. Date | Comments |
|-------------------|--------------------|--------------|---------------------|---------------------|--------------------|----------|
| STORAGE | | | 12/12/2022 10:08 PM | | | |
| CAR INTAKE REVIEW | COLLAZO, VANESSA C | W | 12/12/2022 9:16 PM | 12/12/2022 10:08 PM | 12/13/2022 9:16 PM | |
| IMPORT | | | 12/12/2022 | 12/12/2022 | 12/12/2022 | |

Submitting Corrections (Reworks)

The screenshot displays the Miami-Dade County permit tracking system. At the top, the user is logged in as Vanessa Collazo. The main header shows the permit ID CR23002012 and a search icon. Below this, there are two columns of information: Contact Name (N/A), Submittal Status (Rework), Municipality, and Tracking Date (12/12/2022 8:40 PM) on the left; and Submittal Type (Electronic), Last Notified, Plan Revision, and Storage Location (None) on the right. A table on the right side lists Applications with columns for Process # (CR23002012) and Permit #, with a Details link. A navigation bar at the bottom of the header includes Tracking, Import/Rework, and Documents (12). The main content area features a progress bar with three steps: 1 Upload files, 2 Reviews, and 3 Confirm. A green button labeled 'Start Import/Rework' is positioned below the progress bar. To the right, an 'Instructions' section titled 'General Instructions and Guidelines' provides detailed rules for document submission, including file format, naming conventions, and size limits. A red arrow points from the 'Start Import/Rework' button to the 'Import/Rework' tab in the navigation bar.

Complete the following steps to submit a rework:

- 1 Upload files
- 2 Reviews
- 3 Confirm

[Start Import/Rework](#)

- From this tracking screen, you can access the following functionality:
 - Import** additional/missing/corrected documents and submit the application back to disapproved review areas (**Rework**) after initial reviews are done.
 - Access a list of all the **Documents** that have been added to the application.

Instructions

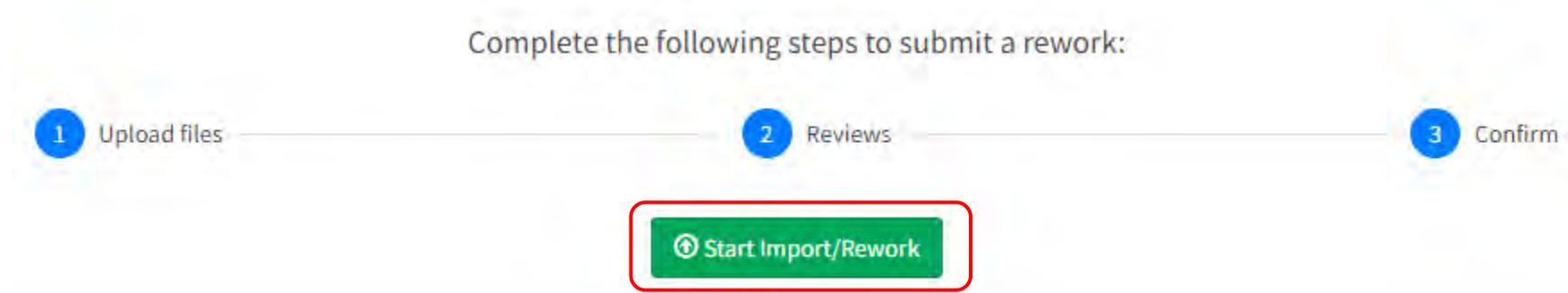
General Instructions and Guidelines

Please, review these instructions and guidelines before completing the Permit Application Submission form. **Ensure that you are using Google Chrome as your web browser.**

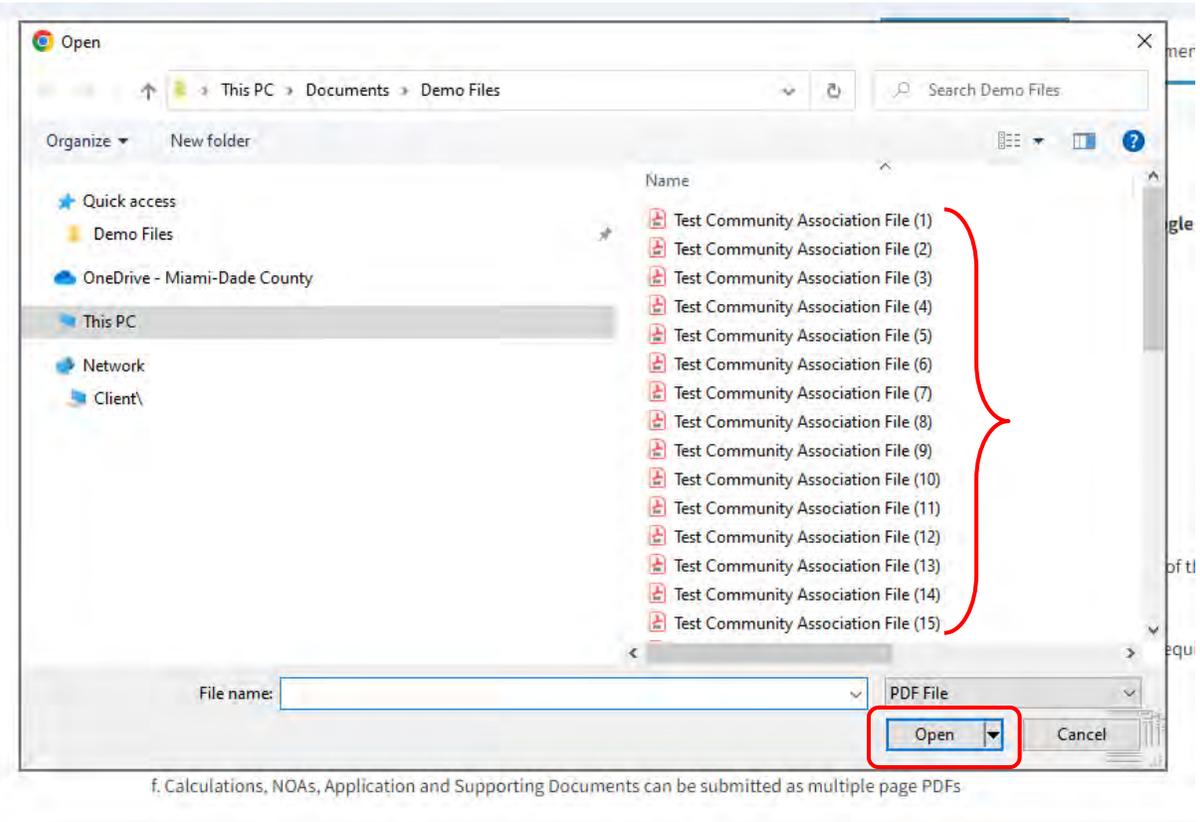
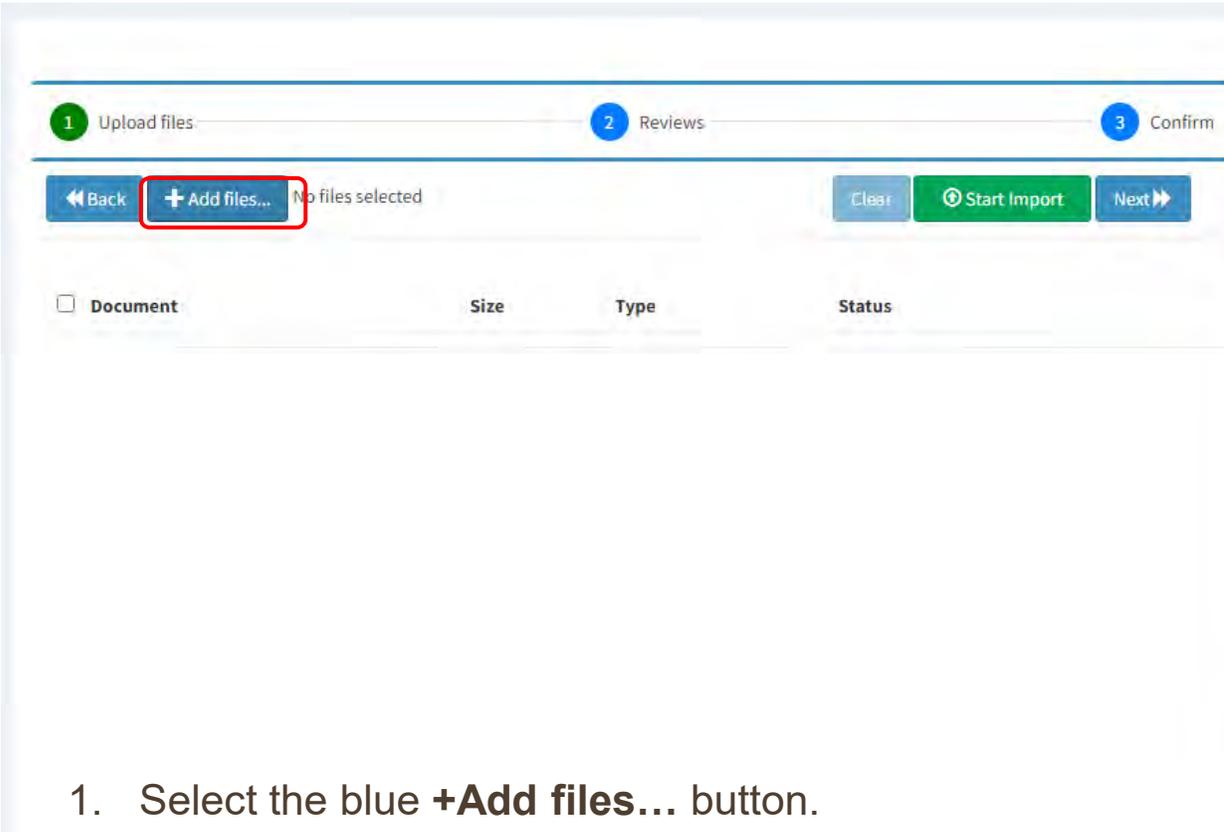
1. Plans and supporting documentation meeting established Concurrent Review Guidelines
 - a. All drawings and supporting documents in the plan package must be in PDF format.
 - b. PDF files shall have only one layer(flattened) without any embedded objects.
 - c. PDF files shall not be encrypted or password protected.
 - d. Documents should be scanned at no greater than 300 dpi.
 - e. Adobe Portfolio PDF types are not accepted.
2. File naming and size limit
 - a. The file name shall not contain:
 - < li > Any leading or trailing spaces.
 - i. Special characters such as: parenthesis "()"; double periods ".."; question marks "?"; etc.
 - b. The discipline is the primary method of classification for file names.Each file shall contain the discipline code as the first letter of the file name, followed by a user-definable numerical field that closely corresponds to the sheet sequence number.
 - i. For example A-101
 - c. For reworks the corrected files should be named the same as the original with the date of the rework. Only submit the sheets requiring corrections (do not resubmit the entire plan set.)
 - i. For example A-101-3-26-2020
 - d. The total upload for the plan set should not exceed **4 GB**
 - e. Plan must be submitted as **one PDF** per plan sheet
 - f. Calculations, NOAs, Application and Supporting Documents can be submitted as multiple page PDFs

Submitting Corrections (Reworks)

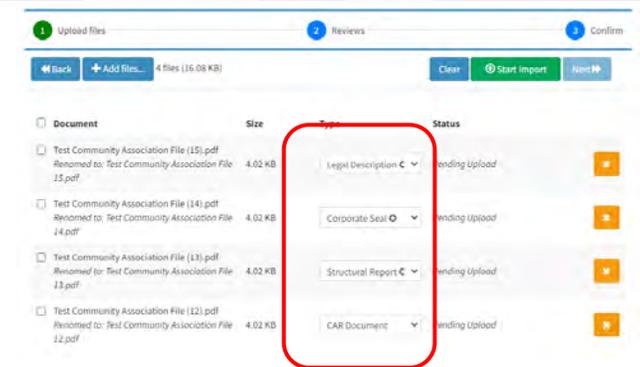
- If a review was disapproved and corrections are required (rework), or additional documents need to be uploaded, you must use the **Import/Rework tab**.
 - Important: *General Instructions and Guidelines* for importing and reworking a review are provided on the right-hand side of the page.
- To begin the Import/Rework process, select the green **Start Import/Rework** button.



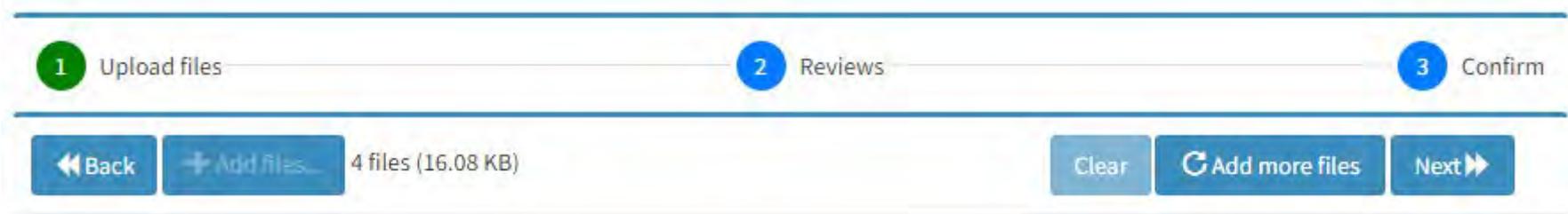
Import/Rework Function Steps 1-5



1. Select the blue **+Add files...** button.
2. Pick the relevant files from your computer. To select multiple files, press the **Ctrl** key on the keyboard while choosing all the documents.
3. Once all files are selected, click **Open**.
4. Select the **Document Type**.
5. Once completed, click the green **Start Import** button.



Import/Rework Function Steps 6-8



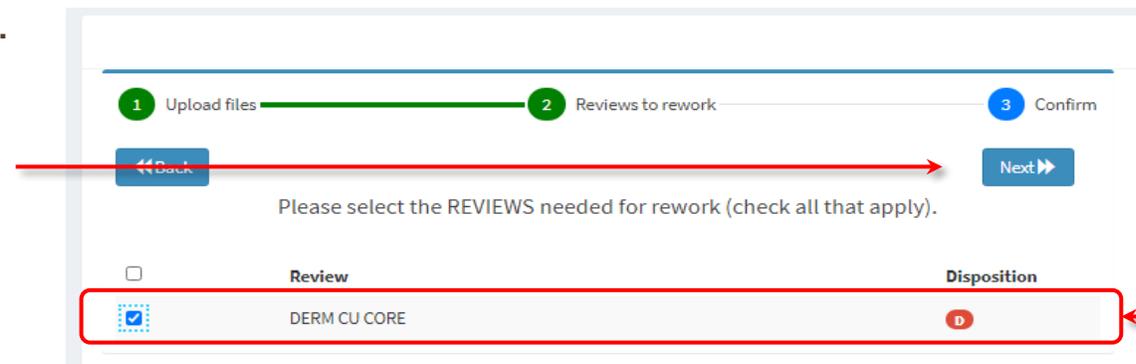
6. Once the files have been *Imported Successfully*:

- More files can be added by clicking the blue **Add more files** button, or
- If no additional files need to be added, click the blue **Next** button to continue with the process.

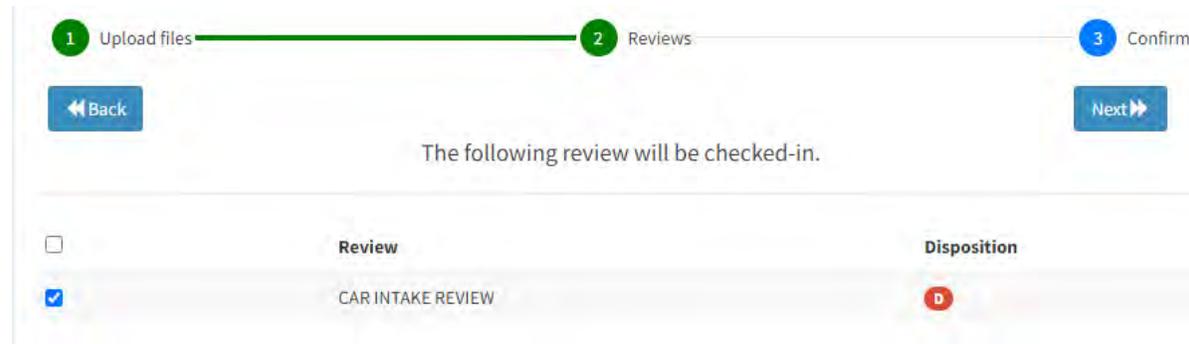
7. Check-off all the Review checkboxes to where corrections are being routed.

If a file with a duplicate name is submitted, the system will recommend an alternate file name.

8. Click the blue **Next** button.



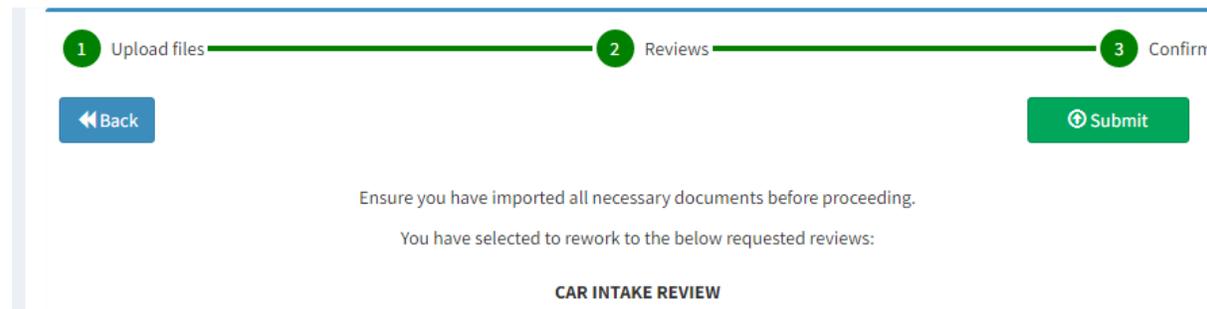
Import/Rework Function Steps 9-11



9. Ensure every necessary document has been uploaded.

10. Verify that all reviews that need to be reworked are listed on the screen.

- If additional documents need to be uploaded or reviews selected, please use the blue **Back** button to navigate to the previous screens. ***Do not use your browser's back button.***



11. Click the green **Submit** button to complete the process.

- A message will appear on the upper right-hand corner of the screen confirming “*Review(s) checked-in successfully.*”

Viewing Documents

CR23002012

Import Errors NO EXPEDITE

Contact Name: N/A

Submittal Status: Rework

Municipality:

Tracking Date: 12/12/2022 8:40 PM

Submittal Type: Electronic

Last Notified:

Plan Revision:

Storage Location: None

Applications

Process # CR23002012

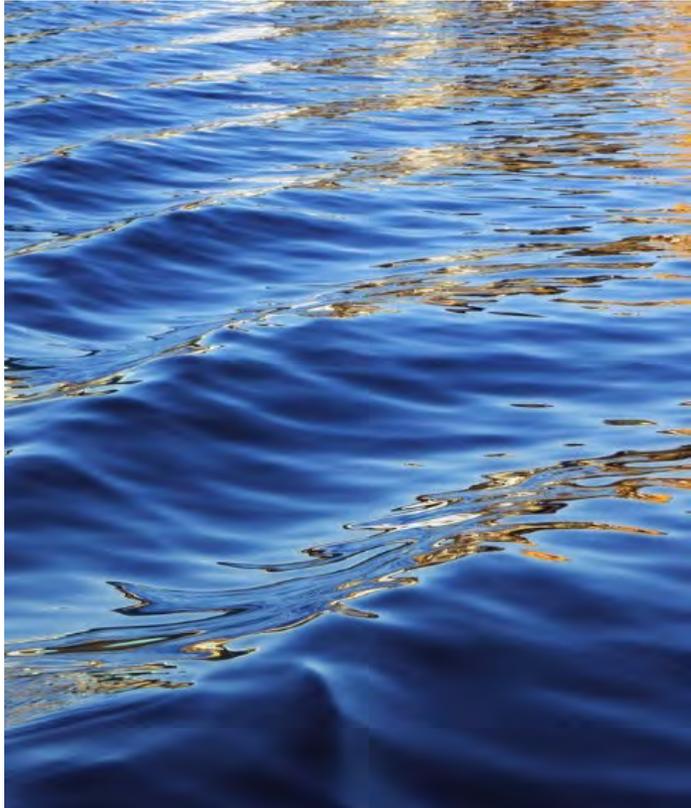
Permit # Details

Tracking Import/Rework Documents 17

filter

| Import Date | Document Name | Document Type | Document Status |
|------------------------|---|---------------------------|-----------------|
| 12/12/2022 10:36:00 PM | CONTACT SHEET 12-12-2022.PDF | Plan Review | Active |
| 12/12/2022 10:30:08 PM | Test Community Association File 12_V2.pdf | CAR Document | Active |
| 12/12/2022 10:30:08 PM | Test Community Association File 13.pdf | Structural Report | Active |
| 12/12/2022 10:30:08 PM | Test Community Association File 15.pdf | Legal Description | Active |
| 12/12/2022 10:30:08 PM | Test Community Association File 14.pdf | Corporate Seal | Active |
| 12/12/2022 8:40:06 PM | Test Community Association File 12.pdf | Adopted Budget | Active |
| 12/12/2022 8:40:06 PM | Test Community Association File 10.pdf | Articles of Incorporation | Active |
| 12/12/2022 8:40:06 PM | Test Community Association File 9.pdf | Certificate of Insurance | Active |
| 12/12/2022 8:40:06 PM | Test Community Association File 11.pdf | Ammendments | Active |

- Use the **Documents** tab to view a list of all the documents submitted under the application.
 - The **Filter** field allows you to filter the list by any of the available columns.
 - Click on the *column headings* to change the sort order of the lists (i.e. sort by Import Date or Document Name).

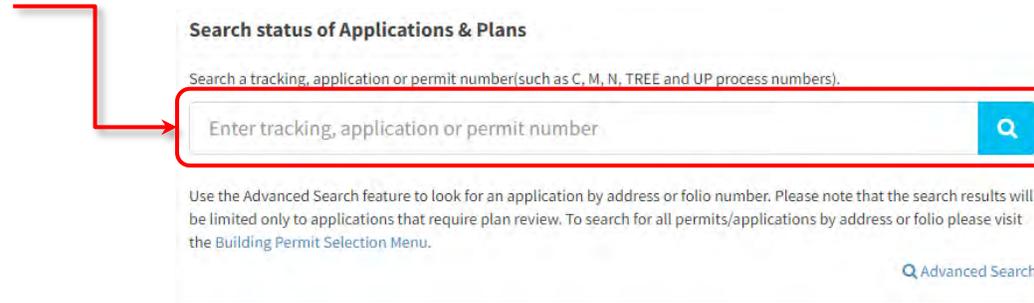


**VIEWING AND PRINTING THE
COMMUNITY ASSOCIATION
REGISTRATION LETTER**

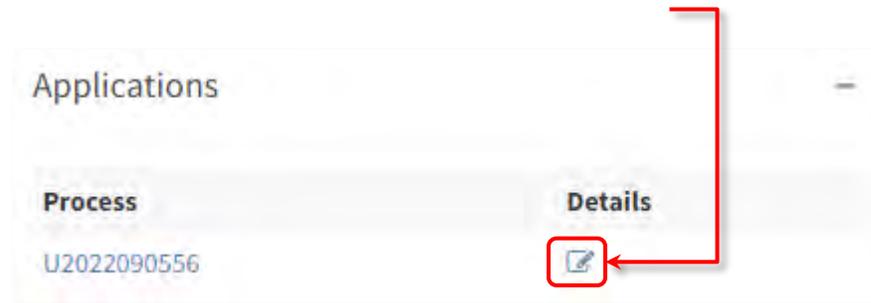
Viewing the Community Association Registration Letter

- The **Community Association Registration Letter** can be printed at any time once all the reviews have been approved and all fees have been paid. To print the **Community Association Registration Letter**:

1. Search for the Record Number from the EPS Portal using the Search Status of Applications & Plans box.



2. Select the **Details** icon on the Applications tile.



The Community Association Registration Letter will not be available until all fees have been paid and all reviews are approved.

3. On the subsequent page, select



on the upper left-hand corner of the page. and select the Community Association Registration Letter.

Printing the Community Association Registration Letter

- Log in to your account click on **process number**.
- Click on the blue **Permit Information** icon.

| Tracking Number | Process Number | Permit Number | Address | Contact Name |
|-----------------|----------------|---------------|---|--------------|
| CR23002012 | CR23002012 | CR23002012 | 1 ALAMEDA GRANDE ENGLEWOOD, FL 34223-2101 | N/A |

Application: CR23002012 Workflow Information **Permit Information**

| | | |
|---|--|---|
| Process No: CR23002012 Issued | Created Date: 12/12/2022 | Modified Date: 12/12/2022 |
| Property Type: Residential | Created By: VANESSA COLLAZO | Modified By: COLLAZO, VANESSA C |
| Application Date: 12/12/2022 | Folios: 06-2228-034-1210 ... | Number of Buildings: 5 |
| Association Address: 1 ALAMEDA GRANDE ENGLEWOOD, FL 34223-2101 | Association Type: Condominium | Number of Units: 300 |
| Fictitious Name: n/a | Community DOS Number: | Managing Entity Number: MA00017532 |
| Fax Number: | Phone Number: 786-717-1720 | DBPR Number: 2267 |
| Association Website: | Email: vanessa.collazomdc@gmail.com | |

- Click on the **Documents** icon and select the Community Association Registration Letter.

CR23002012 Import Errors NO EXPEDITE

| | |
|--|-----------------------------------|
| Contact Name: N/A | Submittal Type: Electronic |
| Submittal Status: Rework | Last Notified: |
| Municipality: | Plan Revision: |
| Tracking Date: 12/12/2022 8:40 PM | Storage Location: None |

Applications

| Process # | Permit # |
|------------|------------|
| CR23002012 | CR23002012 |

Tracking Import/Rework **Documents 18**

| Import Date | Document Name | Document Type | Document Status |
|------------------------|-------------------------------------|---|-----------------|
| 12/12/2022 10:49:26 PM | CR_ISSUED_20221212_2249_2404654.PDF | Community Association Registration Letter | Active |

Printing the Community Association Registration Letter

- Click on the **Community Association Registration Letter** link to view letter.



MIAMI-DADE COUNTY
DEPARTMENT OF REGULATORY AND ECONOMIC RESOURCES
CONSUMER PROTECTION DIVISION

COMMUNITY ASSOCIATION REGISTRATION

REGISTRATION NO: CR23002012
DATE OF ISSUANCE: December 12, 2022
EXPIRATION DATE: February 01, 2023

COMMUNITY ASSOCIATION INFORMATION

COMMUNITY ASSOCIATION NAME: ALAMEDA ISLES HOMEOWNERS COOP
LOCATION: 1 ALAMEDA GRANDE ENGLEWOOD, FL 34223-2101
TYPE OF ASSOCIATION: Condominium

----- **CONDITIONS** -----

(RER) THIS REGISTRATION MUST BE RENEWED ANNUALLY.

(RER) THIS REGISTRATION IS NON-TRANSFERABLE.

(RER) THIS REGISTRATION DOES NOT RELIEVE THE APPLICANT FROM COMPLIANCE WITH ANY FEDERAL, STATE, OR LOCAL REGULATIONS.

(RER) YOU ARE ALSO REQUIRED TO ALLOW MIAMI-DADE COUNTY INSPECTORS ACCESS AT ANY REASONABLE TIME TO CONDUCT AN INSPECTION.

PAGE 1 OF 1

Have Questions? Need support?

- Prior to applying with Miami-Dade County for review and approval of a Community Association Registration, learn about the new [Ordinance for Registration of Community Associations](#).
- [View the full list of required documents](#).
- Contact the Consumer Protection Licensing Section at CPRReg@miamidade.gov for more information on Miami-Dade County requirements.

